



Opaskwayak Health Authority Beatrice Wilson Health Centre Job Posting

Opaskwayak Health Authority is seeking a qualified individual to fill the role of **Clinic Administrative Assistant** in the **Jordan's Principle** integrated care team / program.

Job Summary

Reporting to the ICT RN Coordinator the Clinic Administrative Assistant is responsible for client contact; and Integrated Care Team (ICT) support & administration. The Clinic Administrative Assistant is a key member of the ICT; is assigned key responsibilities; works in a multi-disciplinary team in consultation & collaboration with OHA program managers to develop & deliver programs & services that meet organizational needs; follows OHA policies & procedures; practices organizational & cultural competencies to the highest level; and provides scheduled coverage to other ICT team members & other ICTs, as required.

Position Requirements:

- Grade 12 or GED equivalent
- Medical office assistant certificate or health care aide certificate
- Medical terminology
- 2 years of work experience as a medical office assistant or health care aide
- Microsoft Office – Word, Excel & Outlook
- Satisfactory employment record including attendance at work

Closing Date: Open till Filled

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) – or – contact information for same (include position / title, current place of employment, phone number & email)
- **Criminal record with vulnerable sector & child abuse registry checks** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

This is a preference competition

All applicants are encouraged to apply, however first consideration for this competition will be given to current OCN employees, OCN members & Indigenous applicants.

Applicants are requested to self-declare at the time of application.

Your application will not proceed to interview without the above information. To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Samantha Merasty, Human Resource Coordinator
Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: Samantha.merasty@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**"

Please note that only those selected for an interview will be contacted.